

Youth As Resources

Summer Cycle 2006 Application

Due: Friday, May 5, 2006



Youth as Resources Grant Process is funded through a grant from the ROCHESTER AREA
COMMUNITY FOUNDATION

And Sponsored by the Rochester-Monroe County Youth Bureau

The Rochester-Monroe County Youth As Resources Board is comprised of youth and adult members from the
greater Rochester area.



What is Youth As Resources?....(YAR)

Rochester Monroe County YAR is sponsored by the **Rochester-Monroe County Youth Bureau** and is a community based philanthropy program that provides small grants to young people to design and carry out community service projects that address social issues or problems and contribute to change in the community.

Youth As Resources seeks to empower and engage youth as partners with adults in creating positive community change and development. The youth and adult members govern the YAR board that provides mini grants to local youth in order to develop and carry out service projects that address a clear community need.

Youth and adult board members strive to make their community healthier and improved. The youth board members range from ages 14-21 and have diverse backgrounds that reflect varied socioeconomic status, live in city or suburban areas, have experience in community service projects, and/or are new in the area of volunteerism. The adult board members also come from an array of different backgrounds that include schoolteachers, parents, community development representatives, businessmen and women, community members, and others.

YAR assists in increasing participants (board members and recipients) connectedness to their community, neighborhood and adults through participation in the YAR activities. Thus YAR contributes to “social capital development” which refers to the levels of connectedness, involvement, trustworthiness, and reciprocity among people. Social capital is a barometer and foundation of the health, vitality, viability, and productivity of individuals, communities, and society as a whole”.

Youth As Resources is able to link youth and community development opportunities together. From YAR, communities benefit from the hard work, services, and products youth provide. Youth are given the opportunity to change their lives while at the same time improving the lives of others. Adults also start to perceive youth as partners who can contribute to their community, and should be respected and trusted.



Youth As Resource of the Rochester-Monroe County Youth Bureau has been able to establish a partnership with Youth Venture, Inc. With this partnership, YAR has the opportunity to increase the pool of grant money that is currently being distributed to the community.

Youth Venture, Inc. will assist YAR in a grant-matching program. For example, if a group applies for a grant for their community service project for \$500.00, YAR will grant the group \$250.00 and Youth Venture, Inc. will grant the group \$250.00, totaling the \$500.00 that was asked. But in order to qualify for the YAR/Youth Venture Grant, your project needs to be a sustainable project, meaning once the grant cycle is complete your project needs to continue so it can have a long-lasting impact on the community.

What is a YAR/Youth Venture Grant?

Youth As Resources and Youth Venture, Inc. have joined forces to offer you a choice as you develop your project. Youth Venture supports projects much like Youth As Resources. If you choose to apply for a YAR/YV grant all the same requirements apply as with a traditional YAR grant. The main difference is to qualify for a YAR/YV grant your project must be **ongoing and sustainable**.

Youth Venture¹ is a national movement of young people who are proving that their dreams, creativity, and abilities make a positive difference to communities across the nation. A **Venturer** is a young changemaker who sees an opportunity to organize a team and leave a lasting improvement in his or her school or community. Funding priority will be given to projects who can continue (sustain themselves) beyond this grant period with documented ongoing funding planning.

Youth Venture teams tutor children, prevent crime, assist senior citizens, or clean up the environment. Some have started small businesses, selling a product or a service that people in their community need. Others have launched a club, like photography or radio club, or a sports league that allows young people to pursue their interests with their friends.

If you would like to expand your project idea and make it an ongoing venture you can apply for a YAR/YV grant.

Advantages to a YAR/YV grant:

- You will have the opportunity to make an ongoing impact.
- You will be eligible to receive up to \$1,000 as seed capital for your venture (i.e. YAR will provide \$500.00 and YV will provide \$500.00)
- You will be linked to a national network of like-minded young people.
- You will be informed of scholarship opportunities, awards, and special conference invites.
- You will be eligible for media opportunities.
- Providing for funding given to sustainable (ongoing) projects.

To apply for a YAR/YV grant you will need to complete section 3 in addition to the rest of the application.

¹ Learn more about Youth Venture at www.youthventure.org.

FUNDING CRITERIA

Funds for a Youth Project are available to the following:

- ✓ Youth who want to help other youth and their communities
- ✓ Youth between the ages of 10- 21
- ✓ Youth from schools, churches, youth groups, non-profit agencies and organizations
- ✓ **Preference will be given to new applicants and new ideas**

Youth Projects are Defined as:

Youth-led and **Youth-designed** projects that address a community need through utilizing the many talents and abilities of youth through youth/adult partnerships.

Key Points To Remember When Designing Your Proposal:

- ✓ Proposal must be written by youth and describe a project/activity that has been planned by a structured group of youth and will be implemented by youth with the support of adults
- ✓ Project must address a community need (i.e. peacemaking, housing, life-skills, employment readiness, literacy, risk behaviors and/or career prep)
- ✓ Project must provide a community service that addresses the identified need.
- ✓ **Implementation of project ideas that continue or can be sustained beyond a one-time event/activity is strongly encouraged and funding priority will be given to these.**

YAR Grants May Used to Fund the Following	YAR Grants May Not Be USED to Fund the Following
✓ Direct operation of the community service project (essential items, supplies, materials)	✓ Overhead Costs and Purchase of Capital Items
✓ Transportation (bus tokens, mileage) etc.	✓ Existing projects / activities already being offered
✓ Training programs for youth (must be completely defined)	✓ Salaries and/or wages
✓ Recognition of the project participants. Costs <u>cannot</u> exceed 15% of the grant award.	✓ Direct donations to other organizations

GRANT SELECTION GUIDELINES

Eligible Projects Include:

1. Applications that are written by at least a **minimum** of 4 youth and be planned and implemented by youth involved in an organized group supported by adults. The project must involve at least four young people between the ages of 10-21. The project must be planned and implemented by youth.
2. Community service projects focused on improving the lives of young people by addressing an identified community need. The project should enhance youth awareness and understanding of problems in the community. **Give a detailed explanation of how/why your project is important to youth and community.**
3. Applications that **identify one youth as the contact person** responsible for the application and implementation of the project. **Clearly identify sponsoring organization, name of youth leader, name of adult leader, organization/youth address and phone number.**
4. Applications that identify a sponsoring organization. The organization has to be 501(c)(3) nonprofit organization. If a group is unable to find a sponsoring organization, we will assist you in finding a 501(c)(3) nonprofit organization.
5. Projects that clearly indicate neighborhood support, which might include donations, contributed services, volunteer assistance, loaned equipment, etc. The youth involved are expected to obtain this support.
6. Projects that are COST EFFECTIVE---applications will be carefully reviewed for money requested to spent in various areas.
7. Projects that will occur between **June 2006 - August 30, 2006.**
8. Submission of a final written report to the YAR Board by September 22, 2006.
9. **Funding priority will be given to projects who can continue (sustain themselves) beyond this grant period with documented ongoing funding planning.**
10. Recipients of the 2006 Summer Cycle will need to attend the Kick-Off Celebration on Saturday, June 3, 2006.
11. **For technical assistance and questions please contact The Rochester-Monroe County Youth Bureau at (585) 753-6455.**

**Please Submit Original, plus 10 copies to Attn: YAR, Rochester-Monroe County Youth Bureau,
111 Westfall Road, Room 814, Rochester, NY 14620**

NO INCOMPLETE OR FAXED APPLICATIONS WILL BE CONSIDERED

Grant notification will occur the week of May 15, 2006

NOTE: Grant selection will be made by the Rochester Monroe County Youth As Resources Board. After the application has been reviewed, groups will be asked to interview with the committee to further explain or clarify their proposal. Site visits of the project will also be conducted during projects.

REMEMBER: Grants will be awarded up to \$1000.

Rochester Monroe County Youth As Resources Grant Application

Submission Deadline: *Friday, May 5, 2006*

Please print or type legibly in blue or black ink

Name of Group:

Title:

Number of youth that will participate:

Age range of youth participants:

Youth Contact:

Title:

Address:

City:

State:

Zip:

Phone:

Age:

Email:

Adult Contact:

Title:

Address:

City:

State:

Zip:

Work phone:

Home phone:

Email:

Sponsoring Organization:

Sponsoring Organization Representative:

Address:

City:

State:

Zip:

Work phone:

Home phone:

Email:

The undersigned youth, adult contact person and representative of the sponsoring organization hereby attest to the fact that this project proposal was initiated and prepared by youth and that this project will be planned and carried out by youth.

Youth Project Leader Signature:

Date:

Adult Project Leader Signature:

Date:

Sponsoring Organization Representative Signature:

Date:

The Fine Print

All YAR grants, awards, and project participants must comply with all federal statutes relating to non-discrimination. This includes, but is not limited to prohibition of participants on the basis of age, race, sex, color, national origin, sexual orientation, or disability. The undersigned certify that:

1. All information contained is accurate, contains no misstatements or misrepresentations, and represents a reasonable estimate of future operation based on data available at the time of application.
2. The sponsoring organization assumes responsibility for liability.
3. The organization will comply with the Civil Rights and Handicapped Regulations summarized above and with other YAR Program guidelines.

1. • Your Project Idea

What is the title of your project? _____

What is your project idea and how will you accomplish it? _____



Where will your project take place? _____

When will your project begin and end? _____

Will you need additional advice or assistance to help complete this project? ☐ Yes ☐ No

If so, what kind? _____

Are there special permission slips, insurance coverage, etc., needed for this project? ☐ Yes ☐ No

If so, please explain. _____

2. • Helping the Community

How will your project help the community? _____



How did your group determine that this is an important community need? _____

Who/what is your project serving? Approximately how many people will receive service through this project? _____

Please check one or more boxes.

- | | | | |
|---|--|--|---|
| <input type="checkbox"/> Young People | <input type="checkbox"/> Other youth | <input type="checkbox"/> The elderly | <input type="checkbox"/> Low-income families |
| <input type="checkbox"/> People who are sick | <input type="checkbox"/> People who are disabled | <input type="checkbox"/> The environment | <input type="checkbox"/> Other <i>Please specify:</i> |
| <input type="checkbox"/> A neighborhood or community <i>Please specify:</i> | | | |

3. • YAR/YV Questions (Please Skip if your project is not sustainable) - Priority will be given to these projects

How will your venture be an ongoing project?

Explain how your Venture team will continue to raise funds or generate revenue throughout the following years after you have used your start up grant?

How will you involve your peers or those younger than you as volunteers and/or as the next generation of leaders to sustain your venture?

How will you evaluate your work and make changes to ensure that you make progress toward your goals, as well as a significant and lasting community benefit?

Who will be your adult Ally²? Why did you choose this person?

² Youth Venutre defines an adult Ally as someone who enjoys working directly with young people and who respectfully helps and champions Youth Venturers without taking over! Allies are committed to helping youth overcome obstacles they encounter as they try to launch their venture. They help teams think through their venture idea, providing advice and support throughout the venture, while leaving the youth in charge.

Please include a timeline of what your team will do over the next year. (This timeline should reflect that you are creating a strong foundation so that your venture remains ongoing.)

(See budget and timeline example for YAR/YV applicants in Appendix A)

4. • Youth Leadership

Who wrote this proposal? _____

How have youth been involved in planning this project? _____

How have youth been involved in implementing this project? _____

5. • Learning Through Service

What do you think you will learn about your community from your project? _____

What reflection activities will you use during your project to be aware of progress? _____

How will you share the things you learn with others (e.g., writing, pictures, presentations) _____

Is your group interested in giving a presentation in the community? ☐ Yes ☐ No



6. • Applause, Applause

How will you measure your success during your project and when it's done? _____

How will the group celebrate a job well done? _____

7. • Money, Money, Money: Project Budget

How much will your project cost? _____

How much money are you requesting from the YAR program? _____

Who will oversee use of these funds? _____

Budget Instructions:

- Please review on pg. 4 what funds can and cannot be used for.
- Complete Budget Appendix A if planning a sustainable project and wish to apply for the YAR/YV grant (**Please remember Priority will be given to these projects**)
- Complete Budget Appendix B if applying for a traditional YAR Grant.

Venture Name: _____

Date: _____

First Year Venture Expenses and Revenue

START UP EXPENSES³

[TO BE PAID FOR (UP TO \$1,000) BY YOUTH VENTURE START-UP FUNDS]

	Costs per Month													Total Annual
Activity / Tasks	Date	1	2	3	4	5	6	7	8	9	10	11	12	
Total Monthly Expenses														

ONGOING EXPENSES

[ROUTINE COSTS OF RUNNING YOUR VENTURE AFTER START-UP]

	Cost per Month													Total Annual
Activity:	Date	1	2	3	4	5	6	7	8	9	10	11	12	
Total Monthly Income / Fundraising														

Revenue

[sales of products or services, donations, fundraising proceeds]

	Income per Month												Total Annual	
Donation/Sales	Date	1	2	3	4	5	6	7	8	9	10	11		12
Total Monthly Revenue														

³ NOTE: Youth Venture only pays for start-up expenses and for operating expenses that occur before revenues are available to pay for them (up to a maximum of \$1,000 in total).

Create a Budget Based on Your Timeline of Tasks

Use the sample budget and steps below as a guide to help you explain how much your Venture will cost and what your Venture expenses and income will be. A blank budget chart and a sample budget [Esteban's project to provide art classes for seniors] are included.

- ❶ First, think about what tasks have to be accomplished each month. Consider ongoing expenses, fundraising, other revenue, and how to spend the Youth Venture grant (start-up expenses).
- ❷ In Table 1, identify your start-up costs, which are the expenses necessary to launch your Venture. Include all of the purchases that you must make to get your project going or to “open the doors for business.” *For example, before he can get started with his art classes, Esteban needs to buy initial art supplies and advertise his class.* Youth Venture pays for start-up expenses and for operating expenses that occur before revenues are available to pay for them (up to a maximum of \$1,000 in total). Please do your best to show how the full amount you're requesting will be spent. We realize that some of these costs are not yet fully known. This is fine, so long as you have written down what the money will be spent on. *While Esteban has given a great deal of effort to researching the cost of art supplies, which are a major part of his budget, he does not yet know exactly how the \$100 for his Grand Opening will be spent. So he lists a few of the items that the \$100 will be spent on without listing the cost per item.*
- ❸ In Table 2, think about your ongoing monthly expenses. Consider all the expenses necessary to achieve each task and enter them into the table:
 - Since it is important that the Venture be long term, think about the ongoing costs needed to keep your project operating. These expenses include things like the cost of keeping your web site running or regular supplies. *For example, Esteban needs to buy paints or other materials regularly to replenish his supplies.*

Total the amounts for each month and each activity. Then add up the total expenses for the year. (**Note: Youth Venture does not provide funding for salaries and wages.**)

Remember –Youth Venture and its Partners only provide “seed” funding to help you get started. You'll have to think about how to cover ongoing expenses after Youth Venture's investment is utilized. You may be able to support your Venture by selling goods or services provided by your Venture. You may also be able to sustain your organization in the future with support from your community, such as donations or local fundraising events. In fact, these ideas show us that you have really thought through your project and are dedicated to its success.

- ❹ In Table 3, please list ideas for generating revenue for your Venture and make sure that any costs of generating these revenues are included in the table.

Note - Consider organizing a fundraiser that relates directly to your Venture idea. *For example, Esteban's Venture is an art class, so he will sell art.* Total these amounts for each month and activity.

- ❺ If your Venture is going to last, your ongoing revenues will need to equal or be greater than your ongoing expenses. If your expenses are greater than your revenues (not counting your start-up expenses), then you need to think about how to lower your costs or collect more revenue.

Remember: Venture team evaluations are due at 3 and 12 months

Table 1

Sample

Start-Up Expenses → [to be paid for (up to \$1,000) by Youth Venture start-up funds]

NOTE: Youth Venture only pays for start-up expenses and for operating expenses that occur before revenues are available to pay for them (up to a maximum of \$1,000 in total).

	Costs per Month													Total
Activity	Date	1	2	3	4	5	6	7	8	9	10	11	12	
Advertise for Class Flyer Design (\$15) Flyers (100 @ \$.10 a copy)	Jan 1	\$15 \$10												\$25
Buy Supplies for Classes Brushes (Borrowed from school) Paints (10 tubes @ \$6 each) Canvas (10 @ \$10 each & 10% discount) Tarp (Donated)	Jan 10	\$0 \$60 \$90 \$0												\$150
Grand Opening <i>(Exact amounts are yet to be determined)</i>														
	Costs per Month													Total
<div>Activity / Tasks</div> <div>Ongoing Expenses</div>	<div>Date</div>	1	2	3	4	5	6	7	8	9	10	11	12	<div>A n n u a l</div>
Replenish Supplies for Classes Brushes (\$20 brushes @ \$1 each) PAINTS (10 TUBES @ \$6 EA) Canvas (10 @ \$10 ea & 10% discount)	March Mar/Aug May/Oct			\$20 \$60		\$90			\$60		\$90			\$320
Recruit Volunteers Advertisements Flyers Advertisements	March March Sept			\$20 \$10						\$20				\$50
Art Show Print more flyers Refreshments	Aug/Dec								\$40 \$25				\$30 \$25	\$120
Total Monthly Expenses				\$110		\$90			\$125	\$20	\$90		\$55	\$490

Table 2

Esteban has demonstrated that a significant amount of costs have been eliminated through careful research and efforts to borrow supplies or have them donated.

Revenue —————> [sales of products or services, donations, fundraising proceeds]

Table 3

Activity	Date	Income per Month												Total
		1	2	3	4	5	6	7	8	9	10	11	12	
Hold art show & sell donated art, refreshments and snacks	Aug/Dec								\$95				\$95	\$190
Bake Sale 4 times a year		\$40			\$40			\$40			\$40			\$160
<i>Art Competition 4 times a year</i>			\$50			\$50			\$50			\$50		\$200
<i>Donation from Benton County Arts Fund</i>													\$300	\$300
<i>Total Monthly Fundraising</i>		\$40	\$50		\$40	\$50		\$40	\$145		\$40	\$50	\$395	\$850

ESTEBAN HAS FIGURED OUT HOW HE WILL KEEP THE FUNDING FOR HIS VENTURE ONGOING. HE HAS SHOWN HOW HE WILL USE THE YOUTH VENTURE GRANT AND IN WHAT CAPACITY. HE HAS ESTIMATED THAT HE WILL HAVE TO PAY FOR ADVERTISING FOR THE CLASS AND SHOW AND FOR REPLENISHING HIS SUPPLIES EVERY YEAR (\$490 EACH YEAR). HE WILL HOLD A BAKE SALE FOUR TIMES A YEAR, TWO ART SHOWS, ETC. TO RAISE THE NECESSARY FUNDS (\$490), AND HE WILL EXPLAIN THIS PLAN IN GREATER DETAIL, BOTH IN HIS APPLICATION AND AT THE SELECTION PANEL. (ESTEBAN KNEW IT WAS IMPORTANT TO THINK THROUGH THE FUNDRAISERS FROM THE START, TO DETERMINE IF THERE WOULD BE ANY COSTS ASSOCIATED WITH THEM. FOR EXAMPLE, ESTEBAN HAS ALREADY FOUND A WAY TO HAVE THE INGREDIENTS FOR THE BAKE SALE DONATED.)

Appendix B: YAR Budget

Budget Item Description	Requested YAR funds	Other Funding or in-kind source amount/description	Group providing other funding or in-kind source
Totals	Total YAR request*	Total Other Funding Support	Total Project or Event Budget

